



**NATIONAL DIGITAL
STEWARDSHIP ALLIANCE**

NDSA Terms

NDSA/Alliance Member:

NDSA Members are organizations that have signed the memorandum of understanding and have organizational participation in at least one working group of the Alliance.

Program Representative:

Each NDSA Member has one Program Representative who is the primary point of contact for official NDSA business. This Program Representative votes on behalf of the Member organization and coordinates other participants from the organization to be on the NDSA Working Groups.

Coordinating Committee:

The Coordinating Committee is made up of 9 individual participants from Member organizations. Members of the Coordinating Committee are voted on by the NDSA Membership and serve X years. They do x, y z.

Working Group:

Currently, there are five established Working Groups focusing on the following areas of digital preservation: Content, Standards and Practices, Infrastructure, Innovation, and Outreach. Members commit to having Participants in one or more Working Groups. Working Groups identify tasks and develop work plans that will be accomplished by participants.

Working Group Co-Chairs:

Each Working Group has co-chairs that commit to promoting the tasks of the working group. The co-chairs help direct the activities of the group around areas of interest that have been identified by the participants. They provide logistical support including facilitating and recording minutes of regular meetings of the group.

Action Team:

Action Teams are subgroups of the Working Groups that organize themselves around specific projects or activities as needed, whether to accomplish the work set forth in the Working Group Charter or to pursue other work as it comes up. Action teams can be of any size and around any topic, but should have an Action Team Leader to help drive the work and report back to the Working Group. Action teams are formed and disbanded around accomplishing specific projects or tasks.



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Action Team Leader:

An Action Team leader coordinates the work of the Action Team and reports back the Working Group Co-Chairs and Working Group as needed.

Participant:

Participants are individuals that represent NDSA Members in the activities of the Alliance, whether by participating on Working Groups, Action Teams, or on the Coordinating Committee, etc.

Guest Participant:

In Action Teams, a Guest Participant is an individual not associated NDSA Member Organization. A Guest Participant does not have the right to vote on the whether a working group should pursue a particular task, but otherwise may take part in the work of the Action Team. Guest Participants may be asked to join Action Teams by participants in a working group or may volunteer to act as a Guest Participant. An Action Team may choose to engage with as many Guest Participants as desired.